



## Minimum Requirements for Food Establishments Checklist

(Per the Texas Food Establishment Rules (TFER) 25 TAC §228)

### Submission and Review of Plans

#### **Submission of Plans**

- Whenever a food establishment is constructed or extensively remodeled or whenever an existing structure is converted to a food establishment, drawn plans for such construction shall be submitted to the Health Department for review and approval. This is to insure that the finished building will meet major sanitary requirements. **Please do not begin building or remodeling a structure prior to the approval of the plans.**
- Plans must be drawn to scale, be large enough to show detail, and include:
  - (1) Floor plan showing proposed location of fixtures and equipment (ware washing machines, stoves, grills, fryers, vent hoods, refrigerators, freezers, work tables/counters, ware washing sinks, hand sinks, utility/mop sinks, ice machines, ice bins, walk-in coolers/freezers, soda dispensers, and grease traps), toilets, bar, wait stations, storage, dressing rooms, and outdoor storage containers for refuse and grease.
  - (2) Location of floor and hub drains for ice machines, ice bins, walk-in coolers and freezers, soda dispensers, food preparation sinks, and dish washing equipment and sinks.
  - (3) Material type of all floor, wall, and ceiling coverings.
  - (4) Copy of the menu.
- Food Establishment copy of the plans have been submitted to the Health Department, reviewed and approved.

#### **CONTACT CITY/COUNTY DEPARTMENTS.**

- Building Inspections (electrical, mechanical, plumbing)
- Pretreatment (grease trap)
- Fire Department

#### **INSPECTION OF FACILITY BY HEALTH DEPARTMENT.**

- Contact the Health Department to schedule a final inspection BEFORE opening for business.
- Preliminary inspections may be requested or scheduled before construction is complete.
- Date of Preliminary Inspection(s):
- Date of Final Inspection:

#### **ALTERATION(S) TO PLANS.**

- Contact the Health Department before making any alterations to approved plans.



**Water Supply, Sinks, and Plumbing Requirements**

**WATER SUPPLY**

- o Establishment's water shall be from a public water system or an approved individual source that meets State Texas Commission on Environmental Quality (TCEQ) drinking water requirements.

Public Water Supply:            YES            NO  
 Registered with Texas Commission on Environmental Quality: TCEQ #: \_\_\_\_\_  
 Bacteriological Sample Date: \_\_\_\_\_ Coliform: YES    NO  
 Repeat Sample Date: \_\_\_\_\_ Coliform: YES    NO

**SEWAGE.**

- o All sewage and waste water shall be disposed into a public sewage system or an individual sewage disposal system that meets State and local requirements. If individual sewage disposal system (obtain planning material or design) Permit Number# \_\_\_\_\_. Direct connection may not exist between the sewage system and a drain originating from equipment in which food, portable equipment, or utensils are placed.

**GREASE INTERCEPTOR.**

- o Required for both public sewage system and individual sewage disposal system in accordance with Uniform Plumbing Code.

**WARE WASHING FACILITES.**

- o **A minimum three-compartment sink equipped with cold and hot water (minimum of 110°) with indirect plumbing** is required for manual washing, rinsing and sanitization of equipment.
- o **All ware washing sinks shall be large enough to permit the complete immersion** of the largest piece of portable equipment.
- o Separate drain boards for soiled and clean equipment and utensils shall be attached to all ware washing fixtures
- o All mixed-drink type facilities or those using any glassware resulting in the need for a "dump sink" must have an adequate four-compartment sink with double drain boards.
- o Mechanical dishwashing machines may supplement but not replace the manual sink requirement. Mechanical ware washing machines shall be of commercial grade using hot water (180°F) or an approved chemical for sanitization.
- o Hand sprayers attached to sinks shall have a two (2) inch air gap. The air gap is the space between the flood level of the sink and the bottom of the spray nozzle.

**FOOD PREPARATION SINKS.**

- o A separate sink may be used for food preparation, or food preparation may be conducted in the three-compartment sink after it is cleaned and sanitized.



## Water Supply, Sinks, and Plumbing Requirements cont.

### HAND WASHING LAVATORIES.

- Designated only for hand washing and required if any type of food/mixed drink preparation or ware washing is conducted.
- Shall be accessible and conveniently located in food preparation, food serving and ware washing areas, and in, or immediately adjacent to, toilet rooms.
- Shall be equipped with cold and hot water (**minimum of 100°F**), supplied through a mixing valve or combination faucet and shall meet the peak hot water demands throughout the food establishment. Soap and paper towels shall be conveniently provided at all times.
- Shall be located to avoid contamination of food and food-related items and areas (splash guards may be used to meet this requirement).
- Shall have a sign, icon, or poster provided at all hand sinks, and clearly visible to all employees, that notifies food employees to wash their hands.

### UTILITY SERVICE SINK.

- At least one utility sink or curbed cleaning facility shall be provided for cleaning of mops and similar floor cleaning tools and the disposal of mop water or other waste water.
- The utility service fixture shall be located to avoid the contamination of food and food-related items and areas.
- A vacuum breaker or approved backflow prevention device shall be installed if a hose is connected.
- **Mop water cannot be disposed of in food preparation sinks, hand wash sinks, toilets, or outside the establishment onto the open ground at any establishment, including existing.**

### PLUMBING.

- Water heaters shall provide a constant and ready source of hot water to all supplied fixtures.
- The plumbing system shall be installed to preclude backflow of a solid, liquid, or gas contamination into the water supply system at each point of use at the food establishment, including chemical injectors, attached hoses, spray wands, hose bibs, and outside water faucets.
- **There shall be no direct connection between the sewage system and any drains originating from equipment in which food or utensils are placed, such as ice machines, food preparation sinks, floor drains in walk-in refrigeration units, steam tables, and salad bars. These fixtures shall be drained into the sewage system through a minimum 1-inch vertical air gap.**
- Air gaps between the water supply inlet and the flood level rim of the plumbing fixture, equipment, or non-food equipment shall be at least twice the diameter of the water supply inlet and may not be less than one (1) inch.

### TOILET ROOMS.

- Toilet rooms shall conform to all Building, Plumbing, and Health Code requirements.
- Toilet facilities shall be conveniently located and shall be accessible to employees at all times.
- Toilet rooms shall be completely enclosed and have tight fitting, self-closing doors that do not open into the food preparation areas.
- Toilet rooms shall have mechanical ventilation to the outside of the establishment.
- **Toilet rooms used by females shall be provided with a covered receptacle for sanitary napkins.**
- Toilet tissue shall be available at all times.



## Floors and Surfaces

### FLOORS.

- Floors in food preparation, food serving, ware washing, storage areas, and toilet rooms must be smooth, nonabsorbent, easily-cleanable, and in good condition.
- Exposed horizontal utility service lines and pipes may not be installed on the floor.
- Exposed utility service lines and pipes shall be installed so they do not obstruct or prevent cleaning of the floors, walls, or ceilings.
- Floor-wall junctures must be coved and sealed.
- Floors in which water flush cleaning methods are used shall be provided with drains and be graded to drain.

### SHELVING AND CABINETS.

- Unfinished construction is not allowed anywhere.
- Interior surfaces of cabinets and shelf surfaces shall be finished with a smooth, nonabsorbent, easily cleanable surface.
- Shelving and racks shall hold food and food-related items a minimum of 6 inches off the floor.
- The area between the floor and lowest shelf shall be easily cleanable.
- Wooden shelves or racks are not permitted in refrigerated storage areas. Only stainless steel or other non-corrosive metal shelving are approved for use in refrigerators, freezers, and walk-in refrigeration units.

### WALLS AND CEILINGS.

- Wall and ceiling surfaces in food preparation, food serving, ware washing, storage areas, and toilet rooms **must be smooth, nonabsorbent, easily cleanable, and in good condition.**
- Wall covering and ceilings of walk-in refrigeration units, food preparation areas, equipment washing and utensil washing areas, toilet rooms and vestibules shall be light in color.
- Studs, joists, and rafters may not be exposed in areas subject to moisture.
- Utility lines and pipes must not be unnecessarily exposed and must not obstruct or prevent cleaning of walls or ceilings.
- Duct work for HVAC shall be recessed inside walls or ceilings.



## Facilities and Equipment

### **FOOD PREP AREAS FOR BAR-B-QUE PITS**

- Must be screened in.
- A hand sink will be required if food preparation is taking place in the screened in area.

### **EQUIPMENT.**

- Equipment designed and constructed for commercial use shall be used in food establishments. Residential, home type refrigerators, freezers, ranges, and ovens may not withstand heavy use.
- Sufficient refrigeration equipment to maintain potentially hazardous foods (PHF's) at 41°F or below during all hours of operation. Potentially hazardous food is food that is capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms (examples include raw meat, poultry, pork, fish, dairy products, and cut melons)
- Freezers shall maintain a temperature of 0°F or below. Items shall be frozen (feel solid) during all hours of operation.
- Sufficient equipment for hot holding (buffet tables, etc.) PHFs at 135°F during all hours of operation.
- Sufficient equipment to reheat to 165°F within 2 hours.
- **Accurate (calibrated) thermometers shall be provided in all refrigeration units** in the warmest part of the cooler which is generally toward the front upper section of the unit. Built-in thermometers are suitable provided they are accurate.
- Stem-type cooking thermometers shall be available to monitor food temperatures. Thermometers shall be sanitized between each use.

### **LIGHTING.**

- Light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment, utensils, and linens; or unwrapped single-service and single-use articles.

### **DRY STORAGE AREA.**

- Food and paper products are to be stored 6" off the ground.

### **TOXIC MATERIAL STORAGE.**

- All poisonous or toxic materials shall be stored in cabinets, compartments or facilities which are used only for that purpose. Such materials shall not be stored above or immediately adjacent to food, equipment, utensils, and single-service articles.
- All toxic items need to be properly labeled, including spray bottles and buckets/pals of sanitizer.
- Used chemical containers are not to be used for food storage.
- Employees personal items shall also be stored away from food and food preparation areas.



## Facilities and Equipment cont.

- GARBAGE AND REFUSE DISPOSAL.**
  - Garbage and refuse containers, dumpsters, and compactor systems shall be stored on or above a smooth surface of nonabsorbent material, such as concrete or asphalt, and sloped to drain.
  - Discharge of liquid waste shall be diverted to the sanitary sewer.
  - Lids to refuse containers, dumpsters, and compactor systems shall be kept closed.
  
- LAUNDRY FACILITIES.**
  - Laundering shall be restricted to washing and drying of linens used in the operation of the establishment.
  - If linens are laundered on the premises, a clothes dryer must also be provided and used.
  - Washers and dryers may be located in dry storage areas containing only prepackaged items or in a separate laundry room.
  
- INSECT AND RODENT CONTROL.**
  - Outside openings shall be effectively protected by tight-fitting, self-closing doors, closed windows, screening, or other means to prevent entry of insects and rodents.
  - No granular type of chemicals can be used to control pests.
  - Restricted use pesticides shall be listed by the U.S. Environmental Protection Agency (EPA) as meeting the requirements specified in 40 CFR 152 Subpart I, Classification of Pesticides, and shall be applied only by an applicator certified as defined in 7 USC 136(e), Certified Applicator, of the Federal Insecticide, Fungicide and Rodenticide Act, or a person under the direct supervision of a certified applicator.
  
- SELF-SERVICE AREAS.**
  - Self-service displays shall be protected from contamination by the use of sneeze guards.
  - Buffet plate sign shall be posted directing customers to use clean plates for return helpings.
  
- CONSUMER ADVISORIES AND MISCELLANEOUS.**
  - Appropriate consumer advisories shall be posted.
  - \*Disclosure/Reminder \*If serving raw animal meat or food containing raw ingredients in ready-to-eat food (i.e., raw oysters) a disclosure and reminder are required.
  - A basic **first aid kit** shall be available.
  - A **bodily fluid or blood borne pathogen clean up kit** shall be available.
  - **FDA Employee Health and Personal Hygiene Handbook** shall be available.
  - **Employee and Food Employee Reporting Agreement** posted at all hand sinks



## Permit and Certifications

### APPLICATION, FEE, LICENSE(S) AND PERMIT.

- Obtain and complete a Food Establishment Application and submit to the Health Department prior to the opening inspection.
- **At least one employee on each shift with supervisory and management responsibility shall be a Certified Food Manager** showing proficiency in food safety and having passed a test administered by an accredited program Texas Department of State Health Services (TXDSSH) or American National Standards Institute (ANSI). The original Certified Food Manager certificates shall be **posted in a location visible to the consumers.**
- All food employees shall successfully complete an accredited (TXDSSH or ANSI) food handler training course, within 60 days of employment. Copies of all food handler certificates shall be maintained on premises.
- Permit fee is a set fee or a fee based on the number of employees working in the establishment. (See application for fee schedule.)
- Once the approval to operate has been granted, the permit will be issued. **Post the permit in a location visible to customers.**
- **Post most recent food establishment inspection in a location visible to customers.** This includes establishments in the cities of Cuero, Port Lavaca, and Yorktown.